

Pers. 14

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Personnel Director

17 Nov 53

DATE: 16 November 1953

FROM : Chief, Placement and Utilization Division

SUBJECT: Report of the Clerical Situation for October 1953

1. Pursuant to your request for data regarding clerical EODs, assignments, and vacancies during October, 1953, the following report is submitted:

- a. Total clerical EODs - 128
(Projected - 161)
- b. Total assignments (to offices) - 152
- c. Vacancies - 185
(Individuals in process are slotted against all of these.)
- d. Applicants pending - 620

2. In view of the difficulty in assigning all of the clericals becoming available each week, we are starting to use the openings in category c above for immediate placement. The individual who has been slotted against that job is placed on an IAB slot pending her EOD.

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Class. Changed to:	TS S C
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By:	033

